

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 0812***

**FLSA: Exempt**

**CLASSIFICATION TITLE: POLICE LIEUTENANT**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to supervise, direct, and coordinate the functions and operations of assigned zone or units, and to perform technical and administrative/specialized duties associated with protecting life and property, responding to the needs of the general public, deterring criminal activity within the community, enforcing all city statutes, ordinances and the laws and regulations of the state, and performing investigations, special details, and specific assignments.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Oversees and directs daily activities of assigned zone or units; assists officers with complex situations or cases; distributes information and relays special instructions received during a watch and changes in laws/ordinances.

Delegates investigations, patrols, special assignments, or other shift/team tasks to subordinate personnel; approves leave time; adjusts schedule, staffing, and/or authorizes overtime to ensure adequate manpower at all times; records and tracks officer's working hours.

Schedules and coordinates in-service training; ensures safety and well being of officers.

Establishes goals for employees; instructs and directs subordinates regarding proper procedures and protocol of the department; inspects personnel for compliance with guidelines, uniform requirements, and other departmental regulations; works to meet CPD mission, goals, and objectives.

Enforces all city and state codes, ordinances, laws and regulations, both traffic and criminal, in order to protect life and property and to prevent crime and promote security.

Monitors radio transmissions to ensure all calls are answered; responds to calls of serious nature and to scene of subordinates' calls to answer questions, authorize actions, take control of situation, monitor officers' performance, and serve as a back-up unit.

Identifies patterns and developing trends in criminal activity and problem areas within the community relating to assigned division; collects and reviews data; develops and implements strategy to manage same; reviews and analyzes action plan.

Establishes and maintains positive public relations; attends and addresses neighborhood groups, schools, civic organizations, and churches; assists with community activities, programs, and crime prevention.

Forms partnerships with citizens, community groups, and other agencies to identify and solve problems and improve the quality of life.

Oversees division patrol of city streets, parks, neighborhoods, and businesses to ensure security of community; responds to alarms; may perform functions at accidents, emergencies, and disasters to include directing traffic, administering emergency medical aid, and managing dangerous situations; interacts with EMS teams.

Conducts, monitors, and/or oversees details and progress of investigations into criminal activity and at crime scenes as applicable to assigned division.

Documents case information and prepares case files to assist with prosecution of major cases; appears in court to present evidence and testimony on cases being prosecuted.

Updates supervisors on status of major cases and critical incidents/situations; ensures effective flow of communications with supervisors, co-workers, and subordinates; may provide information to the news media.

Performs other duties which may include investigating accidents and reported crimes, interviewing citizens, conducting searches, pursuing fleeing and subduing resisting suspects, and effecting arrests.

Enters/retrieves data to/from computer system including investigation data, personal and criminal records check, arrest and wanted information, and background and history information; reviews various crime statistics and administrative reports relating to assigned division.

Responds to questions, complaints, and requests for information from citizens, officers, employees, superiors, and various other individuals; mediates conflicts with citizens and officers.

Conducts internal investigations on complaints against subordinates; writes requests for disciplinary action.

Exchanges information with dispatchers, attorneys, court personnel, fire and EMS personnel, medical examiner, medical professionals, and other departments and agencies.

Assists with annual budget recommendations and requests; monitors unit expenditures for fiscal compliance; may assist with seeking grant funds, preparing grant proposals, tracking and administering grant programs.

Reviews documents processed by subordinates to ensure accuracy; reviews previously assigned cases with officers; discusses errors and recommends methods for corrective action; provides technical assistance as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations.

Schedules and conducts shift meetings; attends supervisory meetings, seminars, workshops, and training sessions as appropriate; may serve on panels, boards, and/or committees.

Completes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with responsibilities of this position; prepares and maintains files and administrative records.

Cooperates with and assists federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within city jurisdiction.

Participates in public speaking engagements and presentations.

### **ADDITIONAL FUNCTIONS**

May oversee performance of and/or participate in special operations, investigations, and/or team activities such as public information, public housing, mounted, bike, school resource officer (SRO), parks, traffic, DUI task force, negotiations, juvenile, vice, homicide, burglary and robbery, various type thefts and abuse, arson, bomb, gang unit, warrants, narcotics, DARE, PAL, evidence/property control, identification, communications, field training, canine handler/trainer, training, teaching, fleet services, and/or other duties as assigned.

May command special response team (SRT/SWAT) and hostage negotiation team activities; secure instructors; locate and secure training sites; procure equipment for SWAT team; perform armor duties for team and department.

Assists with interdepartmental duties and city activities as needed which may include working within school zones, directing traffic, providing security at city social events and athletic activities, special escorts, crowd/riot control, or other special assignments.

May oversee and promote, coordinate, teach, and/or participate in Crime Stoppers, DARE, and/or PAL programs.

May formulate lesson plans; teach and supervise use of force for basic academy and in-service officers; formulate, teach, and supervise special training programs for SWAT, Narcotics Division, and Canine Unit.

Conducts inspection of departmental vehicles; oversees maintenance of law enforcement vehicle; requests service and/or repairs as needed; maintains weapons and equipment in functional and presentable condition.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Substitutes for other supervisors and/or co-workers in temporary absence of same.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in Criminal Justice, Public Administration, Social Sciences, or a closely related field; supplemented by three (3) years of progressively responsible supervisory experience and/or training in law enforcement, investigations or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Tennessee driver's license. Must meet all promotional eligibility requirements. Must be at least 21-years of age. Must be a U.S. Citizen or resident status. Must be Peace Officer Standards and Training (P.O.S.T.) certified as a law enforcement officer. Must be certified in Cardiopulmonary Resuscitation (CPR). Must be qualified and meet all legal requirements to carry a firearm. May be required to attain and maintain additional certifications specific to assigned division.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to perform in a supervisory capacity over subordinate supervisors.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

## **ADA COMPLIANCE**

**Physical Ability**: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, smoke, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, chemicals, explosives, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.